**APPENDIX C1**

**72-month advance letter – English**

[DATE]

«First\_Name» «Last\_Name»

«Address1»

«City», «State» «Zip»

Dear «First\_Name»:

It is now time for your ***Age 6 interview*** for the Feeding My Baby Study. Your generosity in sharing your time and thoughts with us over the 6+ years of the study has resulted in a rich source of information that will be of great value to the WIC community and nutrition researchers for years to come.

This final interview will take about 45 minutes and will focus on what <<CHILD FIRST NAME>> ate and drank in the 24 hours prior to the interview. If <<CHILD FIRST NAME>> is in school, childcare or is cared for by a friend or family member during the day, you may wish to have a conversation with <<CHILD FIRST NAME>> to learn what [he/she] ate so you can report this during the interview. We are including a notes page for you to jot down this information for the interview.

Your interview is scheduled to start on <<START DATE>>. One of our interviewers will be calling you on <<START DATE>>. The display on your phone when the interviewer calls will be 301-762-1940 or FEED MY BABY. You can also call our phone center after <<START DATE>> at **(888) 783-6493** to complete the interview at your convenience.

Phone center hours are (Eastern Time):

Monday – Friday 9:00 am – Midnight

Saturday 10:00 am – 6:00 pm

Sunday 2:00 pm – 10:00 pm

As a token of appreciation, we will add **$60** to your prepaid MasterCard after you complete this interview and an additional **$10** if you are using your own cellphone. Please see the attached measurement card and instructions regarding the opportunity to receive an additional **$70.**

We are truly appreciative of your help on this study.

Best wishes,

Nancy Weinfield

Feeding My Baby Study Project Director

**Measurement Card Instructions**

Measures of children’s height and weight are also an important part of the **Feeding My Baby Study**.

Because it is essential to get an accurate measure, we are asking you to take the enclosed card and «Baby\_Name» to a WIC clinic for measurement **within 2 months of your child’s 6th birthday**. WIC has agreed to measure all children enrolled in the study. If you prefer, you can take your child to your own healthcare provider for measurements. Please ask the WIC or provider’s office to complete the card. To avoid delay in getting your incentive, please review the card before you leave the office to make sure:

* The whole form is completed;
* The provider’s name and address are completed, preferably with a rubber stamp;
* The numbers are clear and legible;
* The correct units (pounds/kilograms and inches/centimeters) are used;
* Staff filled in their name, signature, and date.

If you plan to take the child to **[WIC SITE NAME WHERE ENROLLED]** for measurement, please [call [number] to make appointment with [staff name]/visit the clinic during [measurement days and time]].

The completed postage-paid card can be returned by mail. If you prefer, you can send us a cellphone photo of the completed measurement card by text or email if you want to make sure the card does not get lost in the mail. Be sure to take a picture that is clear and readable. Before taking the picture, cover your child’s name and date of birth to protect your child’s privacy. Text the picture to «Study\_Liaison\_Cell» or email it to FeedingMyBabyStudy@Westat.com. Please include your first name. Be sure to save the card until we let you know that the picture is accepted and your incentive has been paid.

To express our thanks, we will add **$60** to your prepaid MasterCard after the measurement card is returned to us plus an additional **$10** to cover transportation costs.

***If you complete the interview using your own cell phone and take your child to WIC to be measured, we will add a total of $140 to your prepaid MasterCard.***

If you want to take your child to a different WIC clinic than where you originally enrolled, please contact your Study Liaison, «Study\_Liaison\_Name», to make the arrangements at «Study\_Liaison\_Phone» or «Study\_Liaison\_Email» or by text at «Study\_Liaison\_Cell».

Notes: Foods your child ate/drank away from home

This note sheet is for you to use to jot down the foods your child ate or drank away from home the day before your interview. We will not ask you to return it. You will use it as a reference for the interview.

If your child attends school, we suggest that you ask your child what he/she ate or drank while at school as soon as you can after the school day, so that they are likely to remember. It may help your child to remember what they had if you review the school’s planned menu or remind them of the items you sent with them for lunch. If someone else feeds your child, please ask the person what foods your child ate or drank while with them.

You can write the foods and beverages on this page as a reminder for the interview.

| *What food did child drink or eat?* | *How much did child drink or eat?* | *What time did child drink or eat?* |
| --- | --- | --- |
| *Example:* |  |  |
| Cheerios | ½ cup | 10AM |
| With 2% milk | ¼ cup | 10AM |
| Apple wedges | ½ apple | 10AM |
| Peanut butter and jelly sandwich | 1 sandwich | 12noon |
|  | 1 slice Wonder bread |  |
|  | 1 TBSP Jif peanut butter |  |
|  | 1 tsp grape jam |  |
| Baked potato wedges | 4 small wedges | 12 noon |
| 2% milk | ½ cup | 12noon |
| Raisins | 25 pieces | 12noon |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |